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15 FEB 1974

MEMORANDUM FOR: Deputy Director for Management and Services

**SUBJECT : Office of Personnel Report - Week Ending
15 February 1974**

1. Summer Intern Program: The 200th summer intern application was received this week. (This compares with 90 last year and 55 the previous year.) Eighty have been rejected. Thirty-four have been accepted by the DDI offices and, of these, processing has started on 21. Applications have been received from five blacks. (This compares with three last year, one the previous year, and none before.) Three have been accepted and two of these are in process. The other two are still under active consideration.

2. Co-op: Virginia State College in Petersburg, a predominantly black school and one from which we have a student, furnished us with two excellent co-op applicants this week. One has already been accepted by OWI, and we are waiting for the formal application from the other. She is a physics major with a 3.6 G.P.A. We can use her in one of three offices this summer.

3. Spring Personnel Officers' Conference: The second meeting of the ad hoc committee for the Personnel Conference was held this week. The committee selected [REDACTED] of the Office of Logistics to be the co-chairman, along with [REDACTED] of the Office of Personnel. Also, the committee sketched out a general agenda. The latter will concentrate upon personnel development, MBO, and one or two other subjects.

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4. Voluntary/Involuntary: (For the Record) M&S Office Heads have been advised that the voluntary/involuntary retirement provisions are available in the M&S Directorate under the same conditions that they were during the period 1 July-31 December 1973, by categories or across the board.

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5. Minority Recruitment: Recruiters [REDACTED] had a successful day on 13 February recruiting at Virginia State College, a black school. They conducted 25 interviews and encouraged applications from 30 students, four of whom look extremely competitive for the CT Program.

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6. [REDACTED] our proposed special assistant on minority recruitment, has now completed and submitted his application package. We have requested an expedite security review.

7. Position Management:

a. Efforts are being made to escalate the timing of the supergrade survey in order to complete work well before the scheduled completion date of 30 June 1974.

b. A final draft of the survey report of the Office of Security is in preparation. Most evaluations have now been completed.

c. A meeting was held with the OC Career Management Staff to discuss grade patterns for the electronic specialist positions.

d. The NPIC survey findings are being reviewed and the preliminary draft of the survey report has been completed.

e. A dispatch has been developed to send to WH field stations advising stations of time the PMCD survey team will arrive. The anticipated departure date is 18 March. In the survey of Headquarters positions in WH, auditing has been completed in [REDACTED], and we expect to begin [REDACTED] today.

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8. Letters of Instruction: We met with [REDACTED] of OTR to discuss arrangements for an OP skills training program on Letters of Instruction.

9. IC Staff Military Requests: The IC Staff has responded to our request for their FY 1975 military personnel authorizations and have indicated that the 24 positions authorized for FY 1974 will accommodate their requirements for the next fiscal year to include the newly established NIO positions.

10. External Placement: New company contacts were made with the American Gas Association, Gas Appliance Manufacturers Association, the ITT Research Institute, and Stanford Research Institute. We are reviewing NPIC's list of surplus personnel in an effort to determine the skills represented and to develop possible vacancies in Government and industry.

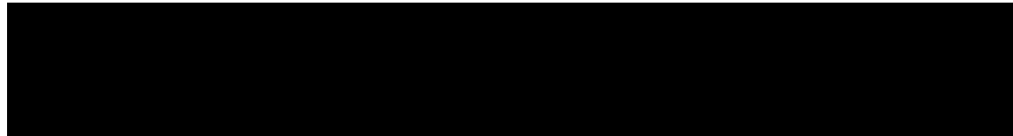
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11. Annuitant: The one and only widower who was drawing a CIARDS survivor annuity died recently.

12. VIP: The VIP Quarterly Statements (for the quarter ending 31 December 1973) are scheduled for distribution toward the end of next week.

13. Rehired Annuitants: During the week I approved the following retired annuitant case for the Directorate of Management and Services:

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Also, the following retired annuitant case was terminated:

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-- Office of Security -- Independent Contractor.

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14. OP Military Detailee Honored: Approval has been received from the Department of the Air Force awarding the Meritorious Service Medal for outstanding service with the Air Force Section within Military Personnel Branch during the past five years.

Coming Events

1. A total of 1,271 Length of Service Certificates will be distributed on 18 September 1974 for the following years of service:

10 year - 480
15 year - 320
20 year - 299
25 year - 172

2. The Co-op Coordinator at West Virginia Tech will visit the Agency Coordinator on 20 February.

3. The spring co-op recruiting schedule confirmed with schools so far to fill summer and fall requirements is as follows:

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University of Akron
University of Missouri
Spelman College
Georgia Tech
VPI

27 & 28 February
5 & 7 March
12 March
13 March
28 & 29 March

4. Continue work on PASG recommendations.

F. W. M. Janney

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Director of Personnel

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OD/Pers/JMM/ [REDACTED] (15 Feb 74)

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